

IC Memorandum 10-32



To: KEHP Insurance Coordinators

From: Department of Employee Insurance (DEI)

Re: IC and AIC Review and Update

Date: September 10, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

As we approach Open Enrollment it becomes even more critical that we are able reach Insurance Coordinators with instructions and updates. It is also important that you remove access for IC's who are no longer with your agency and that the people who will be helping you enter applications have the proper access.

Web Site: <http://kehpn.ky.gov>
Wellness Hotline: 877-KEHP-WELL

We have a new posting on the Web which includes the names and addresses of each agency's Main IC and Associate IC. Below is the link to the updated listing:

[AIC and IC Listing](#)

KENTUCKY GROUP HEALTH INSURANCE BOARD:

TIMOTHY LONGMEYER, CHAIR
Personnel Cabinet

SHARON CLARK
Kentucky Department of Insurance

RICHARD DAVENPORT
Kentucky Education Support
Professional Association

LAURIE DUDGEON
Administrative Office of the Courts

JUDITH GAMBILL
Kentucky Teachers Retirement System

BOBBY HENSON
Kentucky Retirement Systems

TERRY HOLLIDAY
Kentucky Department of Education

MARY LASSITER
Office of State Budget Director

TOMMY LOVING
Advisory Committee of State
Health Insurance Subscribers

CRIT LUALLAN
Auditor of Public Accounts

BRENT MCKIM
Kentucky Education Association

JONATHAN MILLER
Finance and Administration Cabinet

RONNIE O'NAN
Kentucky Transportation Cabinet

Please review the IC and AIC information for your agency.

- Add the names of new IC's and AIC's
- Add the names of extra people you will have helping you during Open Enrollment, remember to remove them after Open Enrollment if this will not be part of their regular job duties.
- Remove any names of coordinators who are not valid. For terminations, we only need the Company Number, Name and Social Security Number.
- Check for name changes and that the email addresses are correct.

Below is the link to the IC Verification Form, please use this form to make IC changes for your agency:

[IC Verification Form](#)

Please have your changes to us by Wednesday, September 22, 2010. This will give us time to get all of the corrections made.

Please contact the Department of Employee Insurance with any questions at 888-581-8834.

